

Town of Northfield, Vermont

Zoning Administrator Position

Purpose:

The Zoning Administrator serves the Town of Northfield and is supervised by the Town Manager with input from the Planning Commission Chair and Development Review Board (DRB) Chair. The Zoning Administrator shall administer all land development bylaws literally and shall not permit any land development that is not in conformance with those bylaws.

Primary Functions:

- Act as the Town Administrative Officer pursuant to Title 24, Chapter 117, Section 4448.
- Provide applicants with forms required to obtain any municipal permit or municipal authorization required under Title 24, or under other Laws or ordinances that relate to the municipal regulation of land development.
- Provide technical support to the Planning Commission; Staff support to the DRB, which may relate to the Zoning Bylaws or policies.
- Review zoning documents prior to recording in the land records, to ensure conformance with bylaws and prior decisions.
- Develop, implement and maintain an efficient and accurate zoning permit filing and tracking system.
- Conduct site inspections and zoning complaint investigations.
- Answer requests for information professionally and promptly.
- Compose draft DRB and Planning Commission decisions.
- Communicates with and meet regularly with professional staff in the office to ensure consistency in decision-making and to review and/or improve administrative procedures.
- Adhere to all Town policies, practices and regulations regarding safety in the workplace and personnel matters.

Non-Essential Functions:

- Perform other duties as assigned by the Town Manager.

Job Standards /Accountability:

The primary job function is to work independently as required by state law and local ordinances. The Town Manager will review the quantity, quality and efficiency of work performed on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period. All essential job functions shall be completed in a timely manner and any difficulties in maintaining those duties must be reported to the Town Manager as soon as practical.

Working Conditions:

Physical requirements require the ability to type using computer equipment, to perform general office duties, and to answer phones. Additional duties are performed outside of the office, such as posting of notices, attending workshops, and on-site field inspections in all types of weather. Night meetings are required, approximately one per month.

Qualifications:

Previous Zoning Administrator experience is desired. Proficiency in office practices and procedures, including maintaining a neat workplace, the operation of office equipment and basic GIS software desired. Proficiency in Word for Windows required. Ability to maintain office records efficiently and accurately; good knowledge of English, spelling, grammar, punctuation is preferred.